

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Jack Krueger, Vice Chair
Patty Hoeft, Tony Theisen, Andy Williams

ADMINISTRATION COMMITTEE

Thursday, July 23, 2009

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of June 25, 2009.
1. Review of Minutes
 - a. Facility Master Plan (July 7, 2009).

Treasurer

2. Budget Status Financial Report for June 2009 (if available).
3. Treasurer's Financial Report for Month of May.
4. Resolution re: Change in Table of Organization Treasurer's Department.

Human Resources

5. Request for Budget Transfer (#09-39): Interdepartmental Transfer (including contingency or general fund transfers); the transfer of the Planning, Evaluation and Quality Management Director position from the Human Services table of organization to Human Resources.
6. Activity Report for June 2009.

Dept. of Administration

7. 2009 Budget Transfer Log.
8. Grant Application Approval Log.
9. Government Finance Officers Association Award for 2009 Annual Budget.
10. Director's report.
11. Child Support Agency – Budget Status Financial Report for May 31, 2009. No other agenda items.

Corporation Counsel – No agenda items.

County Clerk – No agenda items.

Facility & Park Management - No agenda items.

Other

12. Audit of bills.
13. Such other matters as authorized by law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda

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PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, June 25, 2009 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Patty Hoeft, Jack Kruger, Tom Lund, Andy Williams
Excused: Tony Theisen
Also Present: Darlene Marcelle, Bill Dowell, Debbie Klarkowski, Jayme Sellen
Lynn VandenLangenberg, Bob Heimann, Kerry Blaney, Lisa Wilson
Rob Strong/Greg Geiser – City of Green Bay Housing Authority
Supervisors Andrews, Nicholson, Warpinski

I. **Call Meeting to Order:**

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Williams to approve. MOTION APPROVED UNANIMOUSLY

III. **Approve/Modify Minutes of May 28, 2009:**

Motion made by Supervisor Williams and seconded by Supervisor Krueger to approve. MOTION APPROVED UNANIMOUSLY

1. **Review of Minutes:**

- a. **Facility Master Plan (May 21, 2009)**
- b. **Housing Authority (May 18 2009)**

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

(Supervisor Hoeft arrived 5:32 p.m.)

Communications:

2. **Communication from Supervisor Andrews re: To have staff investigate and report to us the state of wireless capabilities, if any, in the Council Chambers and the feasibility of Supervisors bringing in their own laptops and connecting to the internet wirelessly. (Referred from June County Board):**

Supervisor Andrews explained her communication, asking the feasibility of bringing her laptop to the Council Chambers. Bob Heimann of IS stated that the Chamber is wired for public wireless. He did question whether there are electrical outlets in the floor for battery charging, however, Supervisor Krueger was of the opinion outlets are available. Mr. Heimann will follow-up.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to have IS check to see if the Board Chambers at City Hall have electrical outlets to charge laptop batteries, and if not to determine the cost. MOTION APPROVED UNANIMOUSLY

3. **Communication from Supervisor Lund re: That there shall be no interdepartmental charge backs placed in the 2010 budget. (Referred from June County Board):**

Lynn VandenLangenberg distributed information relative to chargebacks and allocations (attached). She explained that in many governments and businesses, chargebacks and allocations are recorded to properly account for the true cost of doing business or providing a service. She explained there is a benefit to know if the business/service is worth the total cost, and also assists in determining charges for products or services, i.e. grants, delegated state functions, rates and fees, and inter-governmental agreements. The practice also provides checks and balances to departments. A chart was reviewed which illustrated the multiple chargebacks by Brown County, along with the basis of charge and the amount. VandenLangenberg indicated that several departments of the county would have less income if chargebacks are not applied to the department budget expenses.

Chairman Lund stated his concern involved work done by one department for another and not charging them. Darlene Marcelle, Clerk of Courts, indicated that there are tasks that are the job duties of the office and that are mandated services. Further discussion resulted in a suggestion that Internal Auditor, Sara Ferrizo, conduct a survey of other counties to determine how they handle chargebacks and allocations.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to refer to Internal Auditor to conduct a survey regarding how chargebacks are handled in other counties. MOTION APPROVED UNANIMOUSLY

4. **Communication from Supervisor Warpinski re: Request that Information Services make campaign finance reports filed with the Brown County Clerk available. (Referred from June County Board):**

Supervisor Warpinski, Bob Heimann, and Darlene Marcelle addressed the committee. Mr. Heimann indicated that the cost to implement this request should be minimal. The consensus of the committee was that reporting include everyone running for office in Brown County and that it begin 1/1/2010.

Motion made by Supervisor Krueger and seconded by Supervisor Williams that the County Clerk move forward with campaign finance reporting effective January 1, 2010. MOTION APPROVED UNANIMOUSLY

5. **Communication from Supervisor VanderLeest re: Request for each Standing Committee to forward a list of priorities to the County Executive for preparation of the 2010 budget. (Referred from June County Board):**

Supervisor VanderLeest not present.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

6. **Communication from Supervisor Andy Nicholson re: To create County policy to return unused housing vouchers. (Referred back from April Administration Committee meeting; Motion was to send a letter to Rob Strong of the City of Green Bay Housing Authority from the committee, requesting he be present at the next Admin Committee meeting to provide and present written information**

from Federal Authorities on if they can or cannot return unused vouchers to HUD and if they can or cannot return unused money and to supply the committee with the names and contact info for the people on the Federal Housing Authority:

Rob Strong and Greg Geiser of the Housing Allowance Office were present to address this issue involving Supervisor Nicholson's request for information relative to returning unused housing vouchers to other areas, or back to HUD (Housing & Urban Development) if they are not used. At this time, Brown County has 3,342 baseline units and approximately \$13 million dollars, which is presently funding 2,806 units.

Information was distributed (attached) explaining that Congress appropriates funds each year which are awarded to Public Housing Authorities to be used for the administration and implementation of this program. In 2005, Congress mandated that Housing Authorities that were awarded housing choice vouchers may not lease more units than they are given as their established baseline and that they also cannot expend more than their allocated annual budget authority. Strong explained it is common to not reach the allocated budget authority before utilizing all vouchers, as is the case in Brown County. Because the Brown County Housing Authority has reached its maximum program utilization, they do not have any vouchers to return to HUD, nor is HUD looking to take back any vouchers. In addition, Strong stated that HUD will not approve voluntary or partial transfers unless there is a "substantiated compelling reason", which he stated is rather vague.

As the average monthly voucher is \$378, Supervisor Williams suggested that the rate be dropped to \$327, thereby allowing all 3,342 vouchers to be used. Mr. Strong agreed to investigate this suggestion, and Mr. Geiser explained they have looked into the option of dual payment standards, however, have not received a response. Supervisor Krueger offered to contact State Representative Kagan regarding these matters.

Motion made by Supervisor Williams and seconded by Supervisor Krueger to direct the Housing Authority to set a goal of setting an average dollar amount to employ all 3234 housing vouchers, and to investigate a standard dual support payment system. MOTION APPROVED UNANIMOUSLY

Other aspects were discussed and Supervisor Nicholson suggested that the waiting list be frozen, stating it was his opinion the program attracts people to the area because of it.

Motion made by Supervisor Lund and seconded by Supervisor Williams to freeze the housing voucher waiting list subject to emergencies, understanding it can be reopened for a short time period to allow people to get back on. Ayes: 2 (Lund, Williams); Nays: 2 (Krueger, Hoeft). MOTION FAILS 2-2

It was also suggested that those on the waiting list be required to check in with the Housing Authority on a monthly basis in order to keep their application active. Ways to do this were discussed and included phone calls, in person, and by internet web site. Rob Strong was asked to return to the July meeting to discuss options further.

Motion made by Williams and seconded by Krueger to require that people on the waiting list contact the Housing Authority office each month in order to keep their application active. MOTION APPROVED UNANIMOUSLY

County Clerk:

7. Budget Status Financial Report for April 2009 and May 2009:

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

**8. Follow-up on Campaign Finance Implementation Process:
(See #4 above)**

Treasurer:

9. Budget Status Financial Report for April 2009 and May 2009:

Treasurer Kerry Blaney distributed a net revenue history covering the years from 1990 to 2009 (please see attached). He also gave a history of investment data from October of 2008 to June of 2009 and the per cent changes.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

10. Treasurer's Financial Report for Month of April:

The Treasurer's financial report for the month of April included in packet material was reviewed.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

11. Resolution re: Opposition to 2009 State Assembly Bill 149 regarding Interest Rates on Delinquent Property Taxes:

Blaney explained that Assembly Bill 149 proposes to temporarily reduce the interest rate for unpaid property taxes from 1% to .5% per month. He stated if this change had been in effect during 2008, Brown County would have lost approximately \$650,000 in interest for delinquent property taxes, which would have had to be offset by a reduction in county services, or an increase in property taxes. Blaney urged that the Brown County Board oppose this bill.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve opposition to Bill 149. MOTION APPROVED UNANIMOUSLY

Human Resources:

12. Budget Status Financial Report for Mar 31, 2009:

Debbie Klarkowski reported that all cost categories are within budget.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

13. Vacant Positions on hold pending review:

The list of vacant positions on hold pending review was reviewed.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

14. Activity Report for May 2009:

At this time there are 1,755 current employees, 278 of which are extra help.

Motion made by Supervisor Hoeft and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

Debbie Klarkowski addressed the committee regarding a communication at the May meeting from Supervisor Andy Williams regarding concerns he had been made aware of within the Clerk of Courts Department. Klarkowski stated that she met with Lisa Wilson, Chief Deputy, and the management staff, to discuss these concerns. She found no conflict with the bargaining agreement nor with any other County policies. One of the issues related to the phone system will be reviewed by Bob Heimann in Information Services and possible options will be discussed with Ms. Wilson.

Department of Administration:

15. Asset Maintenance Fund Expenditures:

Lynn VandenLangenberg informed the committee of an expenditure brought forward by Public Safety Communications to remove existing Brown County 911 antenna on the Green Bay water tower and replace/reinstall antenna and line once the water tower is painted at a cost of \$6,774.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to approve the Asset Maintenance Fund Expenditure in the amount of \$6,774 for Public Safety Communications. MOTION APPROVED UNANIMOUSLY

16. Bid Awards Review Process:

An update to the Bid Awards Review Process as included in packet material was explained by Ms. VandenLangenberg. A clause has been added to all requests for bid documents which requests verification of financial background. Contractors will be required to provide financial statements and disclosure of any open or pending judgments or tax liabilities with their bid. Failure to provide such information may be grounds for rejection.

VandenLangenberg requested that any further suggestions be submitted to her or Kurt Hogarty for discussion with the committee appointed by the Executive Committee for inclusion in the final draft.

Motion made by Supervisor Hoeft and seconded by Supervisor Krueger to hold. MOTION APPROVED UNANIMOUSLY

17. 2009 Budget Transfer Log:

Motion made by Supervisor Williams and seconded by Supervisor Krueger to receive and place on file. MOTION APPROVED UNANIMOUSLY

18. Grant Application Approval Log:

Ms. VandenLangenberg pointed out a grant applied for by Port & Solid Waste for the Cat Island Restoration Project.

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

19. Administration Budget Status Financial Report for May 31, 2009:

A. year-to-date savings is shown in salaries and fringe due to vacancies.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

20. **Information Services Budget Status Financial Report for May 31, 2009:**
A year-to-date savings in seen in salaries and fringe, in addition to utilities due to upcoming charges related to the installation of new phone and internet services at the jail and CTC.

Motion made by Supervisor Hoeft and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

- 20a. **Discussion re: Change Order for the Fiber Optic Project that reflect the 2009 Bond Information:**

Bob Heimann explained this change order request for the installation of fiber optic cable and completion of a diverse fiber path. The engineering company, MC&E, has been working for the last 8 to 10 months to determine potential routes to run the cable and obtain easements. If the change order can be approved at the July County Board meeting, materials can be ordered and the project can be completed before the fiber contractor demobilizes at the end of August. Heimann stated that the project is within scope of the Bond amount.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to recommend approval of the change order for installation of fiber optic in the amount of \$797,397.70 and forward to the County Board. MOTION APPROVED UNANIMOUSLY

21. **Facility & Park Management:**
Budget Status Financial Report for 5/31/2009. No other agenda items.

Motion made by Supervisor Krueger and seconded by Supervisor Hoeft to receive and place on file. MOTION APPROVED UNANIMOUSLY

22. **Corporation Counsel:**
Budget Status Financial Report for May 2009. No other agenda items.

Motion made by Supervisor Krueger and seconded by Supervisor Williams to receive and place on file. MOTION APPROVED UNANIMOUSLY

Other:

23. **Audit of Bills:**

Motion made by Supervisor Williams and seconded by Supervisor Hoeft to approve payment of bills. MOTION APPROVED UNANIMOUSLY

24. **Such Other Matters as Authorized by Law: None**

Next Agenda: Update from Rob Strong of the Green Bay Housing Authority

Motion made by Supervisor Hoeft and seconded by Supervisor Williams to adjourn at 8:22 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,
Rae G. Knippel, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN
SUBCOMMITTEE

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Tuesday, July 7, 2009, at 5:15 p.m. in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Carole Andrews, Mike Fleck, Jack Krueger, Pat Wetzel, Adam Warpinski.

Also Present: Bill Clancy, Steve Corrigan, Bill Dowell, Steve Fewell, Tom Hinz, Harold Kaye, Chuck Lamine, Peter Schlein, Corey Vincent.

1. CALL TO ORDER:

The meeting was called to order by Chair Adam Warpinski at 5:15 p.m.

2. APPROVE/MODIFY AGENDA:

A MOTION WAS MADE BY SUPERVISOR WETZEL AND SECONDED BY SUPERVISOR ANDREWS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. APPROVE/MODIFY MINUTES OF May 21, 2009:

A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR ANDREWS TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. COMMUNICATION FROM SUPERVISOR CLANCY RE: TO HAVE THE PUBLIC SAFETY COMMITTEE AND THE FACILITY MASTER PLAN COMMITTEE TO EXPLORE THE FEASIBILITY OF REQUESTING BIDS FOR 24,000 SQ. FT. BUILDING AND A 48,000 SQ. FT. BUILDING TO BE LOCATED ON THE COUNTY PROPERTY AT THE MENTAL HEALTH SITE. THIS SHOULD HAVE THE FOLLOWING SPECS: 6" CONCRETE FLOOR WITH IN-FLOOR HEATING; 16 FT. SIDE WALLS AND FULLY INSULATED. THAT WOULD GIVE US A BASIC COST TO HOUSE ALL SHERIFF, DRUG, EMERGENCY BOMB SQUAD & IMPOUND VEHICLES (REFERRED FROM JUNE PUBLIC SAFETY):

Supervisor Clancy introduced Steve Corrigan and Corey Vincent from Corrigan's Custom Built Structures. Supervisor Clancy stated that he had asked Mr. Corrigan to offer a rough estimate for this facility. Mr. Corrigan stated that originally a rough estimate was presented for square-foot costs as requested; however, because of Mr. Vincent's LEED (Leadership in Energy and Environmental Design) accreditation, he asked Mr. Vincent to visit the S&L building and determine whether that building could be brought up to LEED standards. Mr. Vincent stated that both buildings are capable of achieving the

LEED-Silver certification. He continued by saying that LEED strongly encourages using existing buildings, so remodeling the S&L building automatically gives an additional 6-10 credits as opposed to a new sight. Mr. Corrigan stated that assumptions have been made on this estimate, and reminded the Subcommittee that there is always additional cost with remodeling an existing building, depending upon its previous use, such as demolition, etc.

Bill Dowell, Director of Facility Management, reviewed handouts (attached) and informed the Subcommittee that these estimates are about 2 years old. He stated that he has asked some contractors to provide updated cost information and is waiting for all responses before presenting the information.

Supervisor Krueger asked if building a one-story facility would cost less. Mr. Corrigan explained that there would not be a great variance in new construction cost between two-story and one-story office space.

Chair Warpinski stated that he thought the County Board would want to see "by-the-numbers options" of the three choices for clarification. Mr. Corrigan stated that without spending money for engineered final drawings for each and putting those out for bids, there are always assumptions being made; there is no other way to make an apples-to-apples comparison.

When Supervisor Fleck asked whether anyone had contacted the bank regarding the S&L property to find out the actual cost, County Executive Tom Hinz stated that this is in the process right now.

Supervisor Wetzel asked if there is any timeframe for building this facility. Mr. Dowell said that he thinks the timing is good now; however, he did not speculate about the future. Mr. Corrigan added that steel went up 6 percent yesterday, and he said "you will see a continuation of material costs going up." He continued by saying that it is feared that inflationary costs will become uncontrollable during the second half of 2010. Mr. Corrigan continued by saying he thinks costs will escalate slowly, and there are no signs of any decrease. Mr. Dowell added that Brown County is presently paying approximately \$150,000 per year to stay in the existing locations.

After additional conversation and clarification, Supervisor Andrews suggested that when the updated numbers and comparisons are presented, the costs for continuing the present situation should be included. She also asked that a live spreadsheet be presented on an overhead screen that would allow the addition and removal of items with the corresponding financial effect.

A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. DISCUSSION ON ITEMS IN PUBLIC SAFETY MASTER PLAN ADDRESSED UNDER PROPOSED SHERIFF'S DEPT.:

When Supervisor Fleck asked about the fact that the Building Requirements indicated a single-story facility and the fact that both S&L and Orde are multiple-story facilities, Mr. Dowell stated that the single-story facility was the basic requirement when it was planned; and it is difficult to get an exact comparison. Mr. Dowell continued by saying if Brown County built a site, the items listed would be the desired items; however, he opined that S&L is a good option and the location of S&L is very desirable.

Supervisor Fleck questioned the importance of location as a deciding factor. Executive Hinz stated that location would be extremely important. He said Captain Shultz, of the Sheriff's Department, identified over 3,000 hours of staff time lost due to shift changes for those traveling between the Howard Substation and downtown. However, the S&L location would mean 2,100 hours of staff time gained. This is the equivalent of one full-time officer. The Jail and Orde locations would not cause as much lost time, but there would be some loss compared to S&L.

Supervisor Andrews asked if when the analysis was performed was it possible to consider the location of emergency calls. Or does the Sheriff's Department know where most of the calls are? Executive Hinz said he did not have that information, and continued by saying that the largest population growth has been in the southeast corner of Brown County. Chuck Lamine, Planning Director, stated that that analysis could be done. Supervisor Krueger stated that this is probably already available, because that would determine staffing for the Sheriff's Department.

Mr. Dowell stated that the areas to be serviced can be better performed from the S&L location than from the Orde or Jail facilities. Supervisor Andrews stated that she would need data to back that up in order to answer constituent's questions. She asked Mr. Dowell to obtain that information.

Supervisor Krueger expressed concern over determining the location of the new facility based on the location of a leased site (Howard Substation). He stated he would rather put the Sheriff's facility at a location and then worry about leased property after that. He also stated that he did not think the proper place to put the Sheriff's facility is on the west side because "you're land-locked over there,"

and the population is not going to grow that greatly compared to the east. He stated that the location for S&L is attractive because it is in the center of the County. However, he thought there should be an analysis; because the Jail location is only 6 to 7 miles away. He understood that there is a huge benefit to using Brown County's property; but he wants to understand the credits that could be obtained by remodeling a facility in order to make a decision that will result in the least amount of bond money needed.

Executive Hinz stated that it would be helpful to have a chart to look at with all the variables. However, he explained that there is a window of opportunity to make a decision. Supervisor Krueger agreed and stressed that "we have a situation right now that dictates that we can't sit on our hands... Time is optimal right now; and the longer we wait, the more it's going to cost us."

Chair Warpinski said that "to do nothing would be irresponsible. And the sooner we can get the numbers that we are looking for to make a decision...the better."

Supervisor Andrews suggested to Executive Hinz that when updated information becomes available it is e-mailed to the Subcommittee. This will enable the members to review and offer feedback right away, so when this goes before the County Board those questions and concerns will have been addressed. Executive Hinz said once he receives a list of information needed it will be addressed as soon as possible. Supervisor Andrews stated that she would be willing to work more closely on this with Executive Hinz.

Supervisor Fleck opined that Raasch Associates lost a lot of credibility on the MHC project, so he would like to get quotes from others as well. Mr. Dowell stated that he has requested quotes from other companies.

Supervisor Clancy offered that Mr. Corrigan mentioned that in order to help obtain an honest opinion, have two different architects offer bids—one to remodel the S&L building and one to build a new facility. He also said that Mr. Corrigan recommended that consideration be given to the age of building being remodeled, and that the equipment would not be as efficient as new equipment.

Supervisor Krueger suggested doing business with local firms. Mr. Dowell stated that Raasch is a local, small firm that Brown County has worked with quite a bit. He continued by saying Raasch responds quickly to requests and does good work. Supervisor Krueger stated that Brown County has done business with Millennium as well, and they are a good architectural firm.

Supervisor Fewell stated he was shocked with the numbers he saw and wants to see "fair numbers." He expressed concern when one looks significantly inflated over the other and stated that the goal is doing what is best for the County. He said he is open to either building new or renovating, but he needs accurate numbers to help decide what is best for the County. Mr. Dowell stated that he is still waiting for bids, but he thinks building new will be about \$8 million even though Corrigan thought it would be closer to \$4.7 million. Mr. Dowell said he did not want to under-bid and then have to ask for more money.

Supervisor Krueger said Raasch should not be penalized for doing what they were told to do. He expressed concern that Raasch said \$8 million and someone else said \$4 million; therefore, he would like numbers that reflect the same footprint. Supervisor Fewell agreed that Brown County needs to compare "apples to apples."

Supervisors Andrews and Warpinski asked about the feasibility of having designs submitted before making a decision. Mr. Dowell said the cost of obtaining a design would be about \$150,000 to \$200,000.

Supervisor Clancy said if Brown County spends \$20,000 to \$30,000 to get an honest appraisal and if Brown County saves \$1.5 million, he would be more in favor of spending that money to get an honest appraisal.

Supervisor Krueger asked about the inclusion of a fitness room in the plans since Brown County already offers reimbursement for going to the Y, etc. Executive Hinz stated that this would give the officers the opportunity to work out on site. Executive Hinz stated that this is common at fire department and police department facilities. Supervisor Krueger suggested that a needs assessment versus a wants assessment might be more appropriate.

Supervisor Fewell suggested partnering with the City of Green Bay for repair work on Brown County vehicles in view of the fact that this upcoming budget will be challenging. He stated that the City is able to have repairs completed more quickly than the County, and he mentioned that Green Bay does work for Pulaski Police. Supervisor Andrews said it would be important to have numbers attached to these suggestions.

Chair Warpinski asked what items in the Master Plan can be addressed if a new Sheriff's Department building is completed. Mr. Dowell replied that the draft of the 20-year plan listed potential projects: (1) adding 2 new courts; (2) three options for the Sheriff's facility--renovating MHC, building a new building, and

S&L; (3) the 911 Center; (4) providing additional space for the District Attorney; (5) adding pods to the Jail; and (6) converting the Law Library at the Courthouse to Hearing Rooms, which will be designed shortly.

Chair Warpinski asked that Mr. Dowell, once the Subcommittee presents its list of things the Subcommittee would like to see, include in the Master Plan a list of options that would open up and identify costs and other factors that would be affected. This would help the Public Safety Committee and the County Board arrive at a decision. The Subcommittee members will e-mail the list of items for Mr. Dowell to address to Chair Warpinski, who will compile one list and forward to Mr. Dowell.

Supervisor Fewell noted that taking over either the S&L or the Orde building would remove \$40,000 from the tax records as opposed to placing this on the County property.

A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

Instead of having the members submit lists, Supervisor Krueger stated that he would prefer that Mr. Dowell provide a needs assessment and an apples-to-apples comparison in the live computer format that Supervisor Andrews previously mentioned. Mr. Dowell replied that the goal is to provide apples-to-apples and anticipate the information that will be needed.

Supervisor Andrews asked to elaborate on her request for a spreadsheet that could be manipulated. She said in particular she would like to see those items relative to the LEED certification, the associated costs, and the pay-back time.

6. REVIEW FACILITIES MASTER PLAN FOR PUBLIC SAFETY:

Chair Warpinski stated that he was hoping "we could close the book...on the draft of the Master Plan" and present it to the Public Safety Committee and the County Board for review. Chair Warpinski recognized that this plan is ongoing; however, he said at some point this needs to be referred for approval. He continued by saying that referring sections periodically, instead of waiting for all sections to be finalized, is better than not completing anything.

Supervisor Andrews said she thought that the Public Safety section could be finalized once the County Board votes on what will happen with the Sheriff's Department. Supervisor Wetzel said he does not want to "keep spinning the wheels" and agrees with Supervisor Krueger that a wants versus needs assessment should be incorporated in the Plan.

A MOTION WAS MADE BY CHAIR WARPINSKI AND SECONDED BY SUPERVISOR ANDREWS TO HAVE STAFF UPDATE DRAFT AND BRING BACK IN SEPTEMBER. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. REVIEW OF ADMINISTRATION DIVISION MASTER PLAN AND SPACE NEEDS:

Chuck Lamine, Planning Director, distributed and reviewed handouts regarding facilities interviews and survey responses (copies attached).

While reviewing the Child Support Department, Supervisors Andrews and Krueger asked if Brown County could contract with a hospital or other agency to perform blood draws for genetic testing. Mr. Lamine will check into this when he distributes these for updating.

When reviewing the County Clerk Department, Mr. Lamine stated that space was an issue for this department as well. Supervisor Krueger asked why this department has a break room when there is an employee break room down the hall and suggested that the re-configuration of the offices could alleviate the space issues. He also stated that he would be more interested in seeing a constituent-conscious department serving the people on the first floor rather than adding filing space to that very valuable front location. He continued by saying he thinks it is an atrocity that Brown County has one of the busiest counters in the entire county in the basement of the Courthouse-in the Clerk of the Courts. Mr. Dowell stated that there is a consultant reviewing the space in the County Clerk Department to make improvements. Supervisor Krueger also stated that with the new use of electronic filing, it may be possible that less storage space will be needed. Mr. Lamine will follow up on this as well.

Supervisor Andrews asked if it were possible for the Subcommittee to tour some of these areas; Mr. Dowell said he could help with this.

Supervisor Krueger informed those present that he had recently attended Wisconsin Counties Association meetings in Madison concerning records retention. He said Chief Justice Abrahamson told the committee that tampering with the retention laws will not be tolerated. Supervisor Krueger indicated that they were told, "You need to figure out how you're going to back up everything and keep it safe; because it's going to be done electronically, and that's the way it is." Concerning e-mails, he learned that the law indicates that it is the responsibility of the sender to keep e-mails with information that must be kept. He said this will affect the amount of space needed for storage of records.

Mr. Lamine stated that he will forward the interview sheets to department heads for update and hopes to have responses at the August meeting.

A MOTION WAS MADE BY SUPERVISOR FLECK AND SECONDED BY SUPERVISOR WETZEL TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. REVIEW OF ENERGY TASK FORCE:

Mr. Lamine distributed handouts (copies attached). He and Mr. Dowell explained the distribution of the \$612,000 grant that was recently received.

Mr. Dowell distributed and reviewed handouts (copies attached) concerning the Energy Independent Communities meeting on June 29, 2009, and pictures of five County projects.

A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR FLECK TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.

9. SUCH OTHER MATTERS AS AUTHORIZED BY LAW:

Mr. Lamine mentioned that the VA (Veterans Administration) is planning to locate a clinic in Brown County; and Brown County is going to submit a proposal for 25-30 acres of the County farm property for this project. He said this would be a tremendous benefit for Brown County.

Next meeting to be Thursday, July 23, 2009, @ 4:30 p.m.

A MOTION WAS MADE BY SUPERVISOR ANDREWS AND SECONDED BY SUPERVISOR FLECK TO ADJOURN AT 7:52 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary

1a

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MAY

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of May, 31, 2009

Associated Bank and Chase Bank	\$3,299,787.93
Bank Mutual and Denmark State Bank	\$1,044.24
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$380,059.72
Emergency Fund	(\$16,494.21)
NSF Checks Redeposited	(\$2,340.77)
Clerk Passport Account	\$0.00
Workers Comp Acct	\$14,120.62
UMR Sweep Account	(\$590,397.00)
Bank Error(s)	\$0.00
Total	\$3,085,780.53
Less Outstanding Checks	(\$4,345,355.56)
Other Reconcilable Items	\$0.00
Balance Per County	(\$1,259,575.03)

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of May, 31, 2009

	2008	2009
Year-to-Date Interest Received	\$1,557,460.22	\$653,432.47
Interest Received-Current Month	\$455,410.88	\$284,973.27
Year-to-Date Interest Unrestricted Funds	\$2,012,871.10	\$938,405.74
Working Capital Reserves Invested	\$127,242,204.99	\$112,232,979.04
Restricted Investments	\$40,375,336.84	\$20,752,471.41
Total Funds Invested	\$167,617,541.83	\$132,985,450.45
Certificates of Deposits	\$26,600,000.00	\$20,650,000.00
Treas-Gov't Agencies	\$33,248,538.29	\$38,582,870.09
Commercial Paper	\$14,882,790.28	\$9,467,827.77
Money Mkt-Pool	\$92,886,212.96	\$64,284,752.59
Total	\$167,617,541.53	\$132,985,450.45

Rate of Return: 2.857% 1.600%

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as May 31, 2009. Statement of Investments for the month of May have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive _____ Date _____

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

August 19, 2009

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING
CHANGE IN TABLE OF ORGANIZATION
TREASURER'S DEPARTMENT

WHEREAS, the current table of organization for the Treasurer's Department includes three (3.0 FTE) Account Clerk II positions; and

WHEREAS, one of the Account Clerk II positions is currently vacant and the Treasurer's Department has requested to change the vacant position to a Financial Specialist; and

WHEREAS, after a thorough review of the Treasurer's Department was completed by the Human Resources Department in conjunction with the Treasurer's Department, the following changes to the table of organization are recommended; and

WHEREAS, the Human Resources Department and Treasurer's Department recommend the deletion of (1.0) FTE Account Clerk II and the addition of 1.0 FTE Financial Specialist; and

WHEREAS, it is further recommended that the position be maintained in Category FF of the wage scale of the Courthouse bargaining unit; and

NOW, THEREFORE BE IT RESOLVED, by the Brown County Board of Supervisors, that it hereby approves the deletion of one (1.0) FTE Account Clerk II and the addition of one 1.0 FTE Financial Specialist in Category FF of the Courthouse bargaining unit.

2009 (08/01/09 – 12/31/09) Fiscal Impact Salary and Fringe Benefits

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Account Clerk II (Category Q)	(1.0)	Deletion	(\$14,636.67)	(\$2,788.29)	(\$17,424.95)
Financial Specialist (Category FF)	1.0	Addition	\$18,683.33	\$3,559.18	\$22,242.51
Total Fiscal Impact			\$4,046.67	\$770.89	\$4,817.56

Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
WARPINSKI	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
JOHNSON	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
KNIER	17			
WILLIAMS	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
HOEFT	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

DATE: July 9, 2009

TO: Debbie Klarkowski
Human Resources Manager

FROM: Paula Kazik
Human Resources Analyst

SUBJECT: Treasurer Vacancy

The Human Resources Department evaluated the Account Clerk II Vacancy in the Treasurer's Department. While reviewing the vacancy, it was found that the Department's needs had changed; following is a recommendation to serve the Department more efficiently, meeting the current and future needs of the Treasurer's office.

The evaluation conducted revealed the Department requires a higher level of education, knowledge skills and abilities than an Account Clerk II. The position will be responsible for administering all financial aspects of the Treasurer including cash management, system administration on bank accounts, accounts payable, accounts receivable, asset management and purchasing. The position will monitor the financial operations including but not limited to verifying daily deposits, balancing daily drawer totals, tracking expenses, and ongoing auditing of the real tax system accounts. This position will also work closely with the Information Services Department in implementing programs for computerizing procedures. This position will provide back-up to the Deputy Treasurer which will assure that the Department has appropriate coverage at all times.

In discussion with the Treasurer and Deputy Treasurer, the position requires a more in-depth knowledge of accounting principles and practices, the ability to analyze and compute complex data and reports, and the ability to create and execute complex excel spreadsheets. The position requires an Associate Degree in Accounting plus three to four years of responsible accounting experience encompassing many phases of accounting procedures. Therefore, we are recommending the deletion of the Account Clerk II from the Treasurer's Department Table of Organization and the creation of a Financial Specialist.

Current Table of Organization

Treasurer	1 FTE
Deputy Treasurer	1 FTE
Account Clerk II	3 FTE
Tax Collection Help	<u>1.24 FTE</u>
	6.24

Recommended Table of Organization

Treasurer	1 FTE
Deputy Treasurer	1 FTE
Financial Specialist	1 FTE
Account Clerk II	2 FTE
Tax Collection Help	<u>1.24 FTE</u>
	6.24

Please find the fiscal impact associated with the above recommendation.

Projected 2009 Impact on Budget

	Financial Specialist	Account Clerk II	Diff
2009 Salary (8/1/09 - 12/31/09)	\$ 18,683.33	\$ (14,636.67)	\$ 4,046.67
2009 Fringe Benefits (8/1/09 - 12/31/09)	\$ 3,559.18	\$ (2,788.29)	\$ 770.89
Total Fiscal Impact:	<u>\$ 22,242.51</u>	<u>\$ (17,424.95)</u>	<u>\$ 4,817.56</u>

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: FINANCIAL SPECIALIST (TREASURER)

REPORTS TO: DEPUTY TREASURER

DEPARTMENT: TREASURER

REPRESENTATION UNIT: COURTHOUSE

JOB SUMMARY:

Performs responsible accounting duties of a highly specialized nature which involves maintaining records and processing documents related to financial transactions; may supervise, train and instruct office staff. Duties performed require individual judgment, initiative and highly specialized knowledge in carrying out established procedures or applying laws and regulations; performs related work as required.

ESSENTIAL DUTIES:

Administers all financial aspects of the Treasurer including cash management, system administration on bank account, accounts payable, accounts receivable, asset management and purchasing.

Assists in preparation and monitors the Treasurer budget.

Monitors financial operations. Including but not limited to, verifying daily deposits, balancing daily drawer totals, tracking expenses, and ongoing auditing of the real tax system accounts.

Gathers, assembles, tabulates, proofs, extends, balances, analyzes, summarizes and posts fiscal and related data; makes involved arithmetic calculations.

Reviews documents for proper revenue and expenditure classification; implements State Statute policies and procedures.

Explains accounting and financial procedures to other employees and the public.

Independently compiles and analyzes data and makes various reports in conformance with established regulations and accounting practices.

Works with Information Services Department in implementing programs for computerizing procedures.

Instructs and/or trains office staff in the performance of their duties as appropriate.

Performs a variety of follow-up activities; does posting and takes trial balance journals, subsidiary and control records and reports.

Follows complex oral and written instructions in the performance of the duties of the position

Fills in for Deputy Treasurer as required.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General office equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma, Associate degree in Accounting plus three to four years of responsible accounting experience encompassing many phases of accounting procedures; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

Valid Wisconsin Driver's License

Knowledge, Skills and Abilities:

Knowledge of bookkeeping and acceptable accounting methods and procedures pertaining to the department in which employed.

Knowledge of budget analysis.

Knowledge of and proficiency with personal computer includes word processing packages, spreadsheets, and database packages.

Knowledge of audit procedures.

Knowledge of State Statutes as they relate to the Treasurer's office, or must have the ability to learn such information.

Knowledge of basic data processing techniques and procedures.

Knowledge of English, grammar and spelling.

Ability to follow and understand complex oral and written instructions.

Ability to devise and implement record keeping systems and procedures.

Ability to plan and direct the work of office staff in the department in which employed.

Ability to make complex arithmetic calculations.

Ability to accept responsibility and to exercise independent judgment.

Ability to work independently; requires occasional travel.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with staff and the public.

PHYSICAL DEMAND:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

New; 6/16/09

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature

2009 Fiscal Impact Calculation & 2010 Projected Fiscal Impact
(Delete 1.0 FTE Account Clerk II; Add 1.0 FTE Financial Specialist)

2009 Annualized Fiscal Impact:

Salary Fiscal Impact: \$ 9,641.00

FICA	\$ 738.00
WRS	\$ 1,022.00
W/C	\$ 77.00

Fringe Benefit Fiscal Impact: \$ 1,837.00

Total Fiscal Impact: \$ 11,478.00

Projected 2010 Impact on Budget

2010 Estimated Salary	Financial Specialist	Account Clerk II	Diff
	\$ 45,855.00	\$ (35,922.00)	\$ 9,933.00

2010 Estimated Fringe Benefits \$ 21,483.07 \$ (16,829.46) \$ 4,653.61

Total Fiscal Impact: \$ 67,338.07 \$ (52,751.46) \$ 14,586.61

REQUEST FOR BUDGET TRANSFER

INSTRUCTIONS: This form is to be completed for any Category 1, 2a, 2b, 3, 4, or 5 budget transfer. Completed forms should be submitted to the Department of Administration.

TYPE OF TRANSFER**(check one)****DESCRIPTION****APPROVAL LEVEL**☐ Category 1

Reallocation from one line item to another within the major budget categories

Department Head

☐ Category 2☐ a.

Change in Outlay not requiring transfer of funds from another major budget category.

County Executive

☐ b.

Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category.

County Board

☐ Category 3☐ a.

Reallocation between Budget Categories other than 2b or 3b transfers.

County Executive

☐ b.

Reallocation of Salaries and Fringe Benefits to another major budget category except contracted services, or reallocation to Salaries and Fringe Benefits from another major budget category except contracted services.

County Board

☒ Category 4

Interdepartmental Transfer (including contingency or general fund transfers)

County Board

☐ Category 5

Increase in Expenditures with Offsetting Increase in Revenue

County Board

DESCRIPTION AND JUSTIFICATION (attach additional sheets as needed). In narrative form, describe the requested transfer to include amount, account to transfer from, account to transfer to, and the effect on revenue and expense.

On February 27, 2009, the County Board approved the transfer of the Planning, Evaluation and Quality Management Director position from the Human Services table of organization to Human Resources. A transfer of funds for this position is requested as follows:

Human Resources:

Increase	10-6401-500101	Salaries	46,453	
Increase	10-6401-500201	Fringes	22,414	
Increase	10-6401-492100	Transfer In		68,867

Human Services:

Increase	20-7617-508050	Transfer Out	68,867	
Decrease	20-7617-500101	Salaries	46,453	
Decrease	20-7617-500201	Fringes	22,414	

Human Resources
Department

Debbie Kuntz
Department Head

6-17-09
Date

Human Services
Department

[Signature]
Department Head

6/19/09
Date

☒ Approved☐ Disapproved

Tom [Signature]
County Executive

6/26/09
Date

[Handwritten initials]
6/26/09

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: July 13, 2009
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR JUNE 2009

Hires:***Full-Time:***

Board Supervisor	1
Law Clerk	1
LPN	1
Clerk II	1
Planner I	1

Part-Time:

CNA	1
-----	---

Limited Term/Seasonal/On-Call:

CNA – on-call	3
Concessionaire I	2
Co-op Student - Courts	1
Co-op Student – Land Conservation	1
Co-op Student – Sheriffs Dept	1
Extra Help – UW Ext	1
Horticulture Asst – UW Ext	1
Invasive Species Coord – UW Ext	1
Seasonal – Parks	1
Summer – Golf Course	1
Summer – Highway	3
RN – on-call	1
Shelter Care Worker – on-call	1

Separations:***Full-Time:***

Board Supervisor	1
Clerk Receptionist	1
Document Center Manager	1
Hosp. /Nursing Home Manager	1

Part-Time:

Library Clerk	2
Public Health Nurse	1
RN	1

Limited Term/Seasonal/On-Call:

Assistant District Attorney	1
Co-op – Courts	1
Co-op – District Attorney	1
Shelter Care Worker – on-call	1
Summer – Highway	1

TOTAL SEPARATIONS: 13**TOTAL HIRES: 24****Current Employees:**

Regular Employees: 1475 (1385.72 FTE's)

Extra Help: 282

Total Employees: 1757

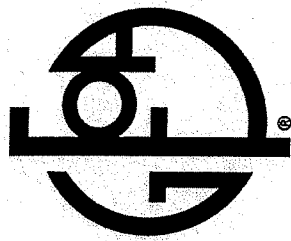
2009 BUDGET TRANSFER LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
09-38	6/16/09	Library	Notification of transfer of funds for a 29% Clerk transferred from Southwest branch to Central. Increase 10-5036-500101 (Salary-Central) and decrease 10-5059-500101 (Salary-SW) by \$3,405; and increase 10-5036-500201 (Fringe-Central) and decrease 10-5059-500201 (Fringe-SW) by \$1,739.	1	N/A	N	(Approved by Library Board - Library does not need approval from CB per 2006 resolution)	
09-39	6/17/09	Human Resources & Human Services	Transfer of salaries and fringes from Human Services to Human Resources to correspond with the Planning, Evaluation and Quality Management Director position transfer approved by the County Board February 27, 2009. See budget transfer for actual account breakdown information.	4	Approved 6/26/09	Y		
09-40	6/25/09	Golf Course	Transfer of \$20,000 from 60-3401-185210 (Outlay - Equipment) to 60-3410-500310 (Grounds Maintenance). These funds were budgeted in outlay for the dredging of the pond on hole #17, but should have been budgeted in grounds maintenance, where the expense was posted.	2b	Approved 6/26/09	Y		

Revised 7/10/09

GRANT APPLICATION APPROVAL LOG
July Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
09-30	6/5/09	ADRC	Medicare Improvement for Patients and Providers Act (MIPPA)	Department of Human Services	\$19,000	\$0	6/09-6/11	Used to assist low income Medicare recipients with benefits that will reduce out-of-pocket costs and help pay their premiums.



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Department of Administration
Brown County, Wisconsin**

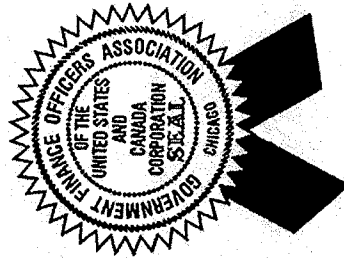
The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Jeffrey R. Enen

Date

June 01, 2009



Child Support - May 31, 2009

